

SICK LEAVE CONVERSION PROGRAM

I. PURPOSE

The purpose of this policy is to establish procedures for the conversion of sick leave to vacation leave for regular City employees in accordance with Personnel Rule 15, Section 21.

II. POLICY

Upon completion of one year of employment and annually thereafter, regular employees who have used 40 hours or less of sick leave (excluding sick industrial leave) during the year preceding their anniversary date of employment may have 24 hours of the sick leave balance transferred to the vacation leave balance at the request of the employee, with the approval of the Department Director. Regular employees who work less than fulltime, but 1040 hours or more a year in a budgetary approved position shall have the 40 hour and 24 hour requirements prorated according to the formula in Personnel Rule 15, Section 4F. Employees of the fire department who work more than a 40-hour week shall have the 40 hour and 16 hour requirements prorated according to the formula in Personnel Rule 15, Section 4G.

III. RESPONSIBILITIES

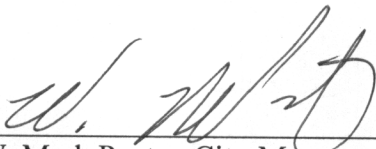
- a. It is the responsibility of the City Manager to establish the guidelines for the sick leave conversion program.
- b. It is the responsibility of the Department Director to provide approval or disapproval of the conversion requests.
- c. It is the responsibility of the Human Resources Office to manage employee eligibility for the program and to process requests as required.
- d. It is the responsibility of the Accounting Division to process requests through the payroll process.

IV. PROCEDURES

- a. During each bi-weekly payroll period or upon completion of each bi-weekly payroll period, all employees that have a hire date within that payroll period will be notified if they are eligible for the sick leave conversion for the current year.
- b. Employees that are eligible for the sick leave conversion will be provided with the options available based on the current guidelines. If they opt for the sick leave conversion, they will be required to submit their request for departmental approval.
- c. Upon completion of department approval, the department must submit the approved sick leave conversion for payroll processing through the timekeeping system.
- d. At the end of each payroll period, the Accounting Division will process all sick leave conversions that have been approved in the timekeeping system.

V. APPROVAL

This policy is effective May 14, 2010 and supercedes City Manager Policy dated January 1, 2009.



W. Mark Pentz, City Manager

5-14-10

Date